



Soil & Water Conservation District

215 1st Avenue South, STE 104, Long Prairie, MN 56347 Phone: 320-732-2644

TODD COUNTY SWCD BOARD MEETING AGENDA

There will be a meeting of the Todd Soil and Water Conservation District Board of Supervisors on **Thursday, May 10, 2018 beginning at 8:05a.m.** The meeting will take place at the Todd County Historic Courthouse (Prairie Conference Room) 215 1st Ave South, Long Prairie, MN 56347.

Call to Order Dale Katterhagen

Pledge of Allegiance

Act on Approving Agenda

Introductions

Secretary's Report (*Minutes*) Tom Williamson

Treasurer's Report (*Financial*) Leland Buchholz

1. Decisions Needed

1. Approve payment of FY18 state cost share funds for Stephen Kleinfehn, contract #1-18
2. Approve encumbering FY18 Riparian AID Cost Share funds for Bakke, contract #1- RA

Tim
Tim

2. Discussion

1. Supervisor Handbook (books will be available at Meeting)
2. Feedlot Financial Summary

Tim
Tim/Sarah

3. Other

Adjourn

The next regular SWCD board meeting will be **June 14, 2018 beginning at 8:30 a.m. at the Historic Courthouse, (Prairie Conference Room), 215 1st Ave South, Long Prairie, MN 56347.**



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MINUTES FROM THE APRIL 12, 2018 REGULAR BOARD MEETING

Chairman Katterhagen called the Thursday, April 12, 2018 meeting to order at 8:30 a.m.

The meeting was held at the Historic Courthouse, 215 1st Ave South, Long Prairie, MN 56347. Board members present were: Dale Katterhagen, Tom Williamson, Leland Buchholz and Kenny Pesta. Others present were: Tim Stieber, Division Director, Sarah Katterhagen, Program Coordinator, Deja Anton, Livestock Advisor, Lew Noska, Conservation Technician, Luke Thoma, Pheasants Forever, Russell Kleinschmidt, NRCS, Randy Neumann, County Commissioner, Gary Kneisl, County Commissioner, and Rick Johnson, Landowner.

Board Member Absent: Norman Krause

Staff Member Absent: Shannon Wettstein, Water Planner and Kevin Brown, Conservation Technician.

The Pledge of Allegiance was recited.

Katterhagen asked if there were any additions to the agenda. **Pesta made a motion, seconded by Williamson to approve the agenda for April 12, 2018 regular board meeting with the addition of discussing having a May board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.**

Katterhagen asked if there were any additions or corrections to the minutes from the March 8, 2018 regular board meeting. **Williamson made a motion, seconded by Buchholz to approve the minutes as disbursed from the March 8, 2018 regular board meeting. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.**

Buchholz reviewed March's Program Summary. **Williamson made a motion, seconded by Pesta to accept March's program summary with receipts totaling \$17,482.90 and disbursements totaling \$6,955.61. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.**

Buchholz made a motion, seconded by Williamson to approve Todd SWCD's staff billable rates for January –June and for July –December. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Buchholz made a motion, seconded by Williamson to accept the 2018 Feedlot meeting donations in the amount of \$2,500.00. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Williamson to approve encumbering FY15-18 CWP cost share funds for Rick Johnson, contract #4-15CWP in the amount of \$5,228.50 for a rain garden project. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Kleinschmidt and Thoma entered the meeting. Introductions were made.

Buchholz made a motion, seconded by Pesta to approve encumbering FY18 state cost share funds for Dana Barfknecht, contract #4-18 in the amount of \$2,304.36 for a field windbreak project. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

Pesta made a motion, seconded by Buchholz to approve encumbering FY18 local capacity funds for Bromeling/Baxter, contract #1-18LC in the amount of \$11,850.00 for basin closure project. Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.

2018 FEEDLOT MEETING SUMMARY: S. Katterhagen reported at the next board meeting she would have the financial summary for the feedlot meeting. Anton reported the feedlot meeting had a good turnout. She would like to start planning the 2019 Feedlot meeting in November and if anyone has ideas or speakers in mind to let the office know.

DISCUSS MEETING PER DIEM POLICY: Board consensus to review the Supervisor handbook from BWSR at a future meeting. Buchholz is willing to help review the policy with staff prior to a board meeting.

DISCUSS MAY MEETING: Buchholz made a motion, seconded by Pesta to have a regular board meeting on May 10, 2018 at 8:05 a.m. in the Prairie Conference room located in the Historic Courthouse. **Affirmative: Katterhagen, Williamson, Buchholz and Pesta. Motion Carried.**

COMMISSIONER’S REPORT: Neumann reported Todd County will be updating their website and has adopted a new official logo. Neumann will be part of the preliminary levy discussion and will take part in the finance meeting for Todd County. Todd County has hired a new HR Coordinator. Neumann also reported that he is working with Sauk River Watershed District on poison ivy control project for Battle Point Park. In the future Neumann will be attending the One Watershed, One Plan meetings for the Sauk River Watershed area.

STAFF REPORTS: (see attachment) Stieber reported that he completed the Individual Development Plans (IDP) for the technical staff. The IDP will provide as a guideline for staff to obtain Job Approval Authority (JAA). Todd SWCD was recently informed of being the recipient of two MPCA grants (1) for streambarb projects for Villard Township and for Motley Cemetery project (2) for Pit closures in the Partridge River Watershed area. The next step is to work on the nine elements and work plan for each grant. S. Katterhagen added the funds will be made available in March 2019. Stieber reported the grant applications were a team effort and would like to continue to see this in the future. The request to change the ordinance –To keep livestock out of lakes with public access—was recommended for denial from Planning Commission to the Commissioners. Stieber is still actively working on the Elliott case.

Anton reported she has been getting calls about land application and assisted in the grant writing.

Noska reported that he is now the lead for the buffer program.

S. Katterhagen reported the reporting season is done and the tree sales are going good.

PHEASANTS FOREVER REPORT: Thoma just recently starting working in the Pheasants Forever position.

NRCS REPORT: Kleinschmidt reported his working on EQIP contracts.

IRRIGATION SCHEDULING ASSISTANCE PROGRAM FOR 2018 AND BEYOND: Stieber reported Darrin Newville from East Otter Tail/Wadena was unable to make the meeting. Noska presented the online tool.

ONE WATERSHED, ONE PLAN FOR SAUK RIVER WATERSHED: Stieber reviewed the bylaws, policy and the RFP.

Chairman Katterhagen adjourned the meeting at 10:53 a.m.

The next meeting of the Todd SWCD Board of Supervisors will be held on Thursday, May 10, 2018 beginning at 8:05 a.m. at the Todd County Historic Courthouse (Prairie Conference room), Long Prairie, MN 56347.

Sarah Katterhagen, Minute Prepare

Date

Tom Williamson, Secretary

Date

DRAFT

TODD SOIL & WATER CONSERVATION DISTRICT
SWCD TREASURER'S MONTHLY REPORT
PROGRAM SUMMARY

PROGRAM	CASH			CASH
	BALANCE 04/01/18	RECEIPTS	DISBURSEMENTS	
District Savings Account	\$ 270,797.60			\$ 270,797.60
Change Fund	\$ 20.00			\$ 20.00
District Operations	\$ (4,144.99)			\$ (4,144.99)
MN State Grant	\$ 29,562.39	\$ 46.00	\$ 1,356.95	\$ 28,251.44
Tree Program	\$ 20,838.76	\$ 2,894.04	\$ 1,187.48	\$ 22,545.32
Misc Revenue	\$ 5,636.11	\$ 500.00		\$ 6,136.11
MN Riparian Buffer Cost Share Program	\$ 7,088.71			\$ 7,088.71
NRBG Feedlot Funds	\$ 148,889.41		\$ 765.57	\$ 148,123.84
NRBG Water Plan Funds	\$ 14,574.16			\$ 14,574.16
NRBG Water Plan Levy	\$ 59.67			\$ 59.67
NRBG WCA Funds	\$ 28,303.86			\$ 28,303.86
FY17 Conservation Delivery	\$ -			\$ -
FY17 Easement Delivery	\$ -			\$ -
FY17 State Cost Share Fund + T/A	\$ 15,443.43			\$ 15,443.43
FY2018 Conservation Delivery	\$ 10,086.39		\$ 700.00	\$ 9,386.39
FY2018 State Cost Share Fund + T/A	\$ 16,595.00			\$ 16,595.00
Ob Well Program	\$ (1,669.50)			\$ (1,669.50)
Farm Bill	\$ 3,584.02			\$ 3,584.02
2014-2017 MPCA 319 Grant - Admin	\$ -			\$ -
2014-2017 MPCA 319 Grant - Technical Assistance	\$ -			\$ -
2014-2017 MPCA 319 Grant - Cost Share	\$ -			\$ -
2015-2018 CWP Swan River Headwaters-C/S	\$ -			\$ -
2015-2018 CWP Swan River Headwaters-Admin	\$ -			\$ -
2015-2018 CWP Swan River Headwaters-T/A	\$ (3,100.00)			\$ (3,100.00)
FY2018 Buffer Compliance	\$ 20,000.00			\$ 20,000.00
FY2017 Buffer Compliance	\$ 5,001.39			\$ 5,001.39
FY16 & FY17 CWL Local Capacity 100k	\$ 90,975.06			\$ 90,975.06
FY2018 CWL Local Capacity	\$ 100,000.00	\$ 20,000.00		\$ 120,000.00
MPCA - SWAG Monitoring	\$ -			\$ -
Todd County Riparian AID Cost Share Program	\$ 43,583.00			\$ 43,583.00
TOTAL	\$ 822,124.47	\$ 23,440.04	\$ 4,010.00	\$ 841,554.51

Prepared by: Sarah Katterhagen, Program Coordinator

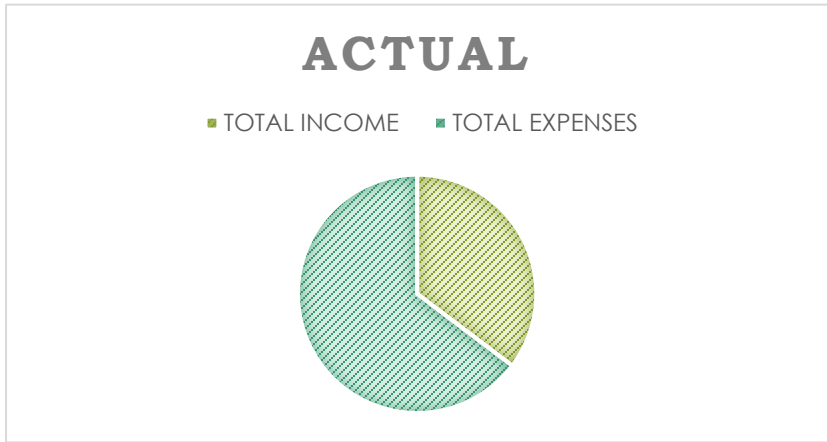
Date

District Treasurer, Leland Buchholz

Date

Event Budget for 2018 Annual Feedlot Meeting

	Estimated	Actual
TOTAL INCOME		\$2,500.00
TOTAL EXPENSES		\$4,582.01
TOTAL PROFIT		-\$2,082.01



Missing: \$500.00 in donations (4.2.18)



Event Budget for 2018 Annual Feedlot Meeting

Expenses

TOTAL EXPENSES

Actual
\$4,582.01

Site	Actual
Location Fee	\$0.00
Total	\$0.00

Meal	Actual
Food	\$2,699.83
Total	\$2,699.83

Program	Actual
Ryan Hough	\$197.20
Total	\$197.20

Prizes	Actual
Long Prairie Fleet	\$37.03
Long Prairie Fleet	\$39.71
Pro Ag	\$29.95
Coborn's -Treats	\$31.74
Coborn's -Treats	\$45.46
Total	\$183.89

Advertisement	Actual
ECM (Peach)	\$230.62
Long Prairie Leader	\$270.00
Benning Advertisement	\$256.00
Benning - Inserts	\$299.00
Benning - Insert Fee	\$182.00
Postage for Mailing	\$206.70
Staples Advantage	\$56.77
Total	\$1,501.09

*Doesn't include: staff time or all materials